

# CSFRA Petition Process -for- Tenants



# Supporting Documents

**CITY OF MOUNTAIN VIEW**

**INSTRUCTIONS FOR COMPLETING A TENANT PETITION FOR DOWNWARD ADJUSTMENT OF RENT UNDER THE CSFRA**

The Community Stabilization and Fair Rent Act (CSFRA) of the City of Mountain View Section applies to rental properties with three or more units, occupied prior to February 1, 1990. The CSFRA allows landlords to implement annual general adjustments for their rental properties subject to the regulatory review of the Community Petition rules for All Other Community or Certain Fair Rent Regulation (CFLRR). It also allows landlords and landlords to seek individual rent adjustments, downward or upward, if certain conditions are met.

Every tenant living in a unit covered by the CSFRA has a right to petition for an "individual" downward rent adjustment based on any of the following reasons: (1) payment in excess of lawful rent; (2) failure to maintain habitable premises and/or (3) decrease in housing services or maintenance. Section 1710 of the CSFRA sets forth general provisions, which are supplemented by more specific regulations adopted by the Rental Housing Committee. See Chapter 4 and 5 of the Regulations. Tenants who are considering filing a petition are advised to carefully review the regulatory sections of the CSFRA and the Regulations before filing a petition. All forms for filing a petition, as well as the CFLRR and the Regulations, are posted on [www.cityofmountainview.org/rentstabilization](http://www.cityofmountainview.org/rentstabilization).

Please note two separate petition forms are used for a Tenant's individual Downward Adjustment of Rent. A tenant may file either one or both of these petition forms, depending on the reason for filing the petition.

1. Petition A: Payment in excess of lawful rent
2. Petition B: Failure to maintain habitable premises and/or decrease in housing services or maintenance

**HOW TO COMPLETE THE PETITION**

- Complete the entire Petition Packet, including the Petition Form and provide all documentation requested.
- Be sure to check that you have:
  - Desired whether to designate a representative and completed the separate Representative Authorization Form, if applicable.
  - Attached your documentation to support your claims as specified in the Petition Form, and identified any information documented in the applicable section of the Petition Form.
  - Considered including any confidential information on your documents. For questions on what information can be redacted and how to do so, see 16.
  - Provided the names and identifying information for witnesses you intend to call at the hearing in the applicable section of the Petition Form.
  - Signed the Declaration in the Petition Form, and
  - Attached a copy of the Notice of Submission and Proof of Service to Landlord of a Petition Requesting Downward Adjustment of Rent form.

Rental Housing Committee, P.O. Box 555, Mountain View, CA 94039 Rev. 2017-11-02  
Page 1

Tenant Petition  
Instructions

**CITY OF MOUNTAIN VIEW**

**PETITION A: DOWNWARD RENT ADJUSTMENT - UNLAWFUL RENT AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)**

**I. General Information**

**A. Tenant Information**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address and Unit Number of Rental Unit for Which this Petition is Being Filed: \_\_\_\_\_  
 Current or Mailing Address (if different from above): \_\_\_\_\_  
 City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**B. Representative Information**

If you want to authorize a Representative to file this petition on your behalf or appear on your behalf, a Representative Authorization Form must be completed and submitted with the petition. Also, please provide the following information for your Representative below.

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 C. Landlord(s)/Owner(s)/Manager(s) Responsible for the Housing/Demanding Payment in Excess of Lawful Rent:  
 Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Rental Housing Committee, P.O. Box 555, Mountain View, CA 94039 Rev. 2017-11-02  
Page 1

Tenant Petitions for  
Downward  
Adjustment of Rent

**CITY OF MOUNTAIN VIEW**

**NOTICE OF SUBMISSION AND PROOF OF SERVICE TO LANDLORD OF PETITION REQUESTING DOWNWARD ADJUSTMENT OF RENT AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)**

**To Landlord/Owner/Agent**

Landlord Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

This is to notify you that a petition has been submitted requesting a downward adjustment of the rent for my rental unit pursuant to the City of Mountain View Community Stabilization and Fair Rent Act (CSFRA). A copy of the complete petition packet is attached to this Notice.

The submitted petition is based on the following reasons for a downward adjustment:  
 (Check the box that applies and PLEASE NOTE that a separate petition form and petition package is required for each box checked.)

☐ No landlord has collected rent that is in excess of the lawful rent pursuant to the CSFRA.  
☐ My landlord has failed to maintain habitable premises and/or has decreased housing services or maintenance.

You are entitled to participate in all aspects of this process and to have representation if you wish. You also have the right to file a Response Notice and move forward with the petition adjudication process and to obtain the forms for filing a Response Notice to the petition. Please see the forms and information on the city website, [www.cityofmountainview.org/rentstabilization](http://www.cityofmountainview.org/rentstabilization). Once the required parties located is complete, filing to the Rental Housing Committee's designated administrator, the process for deciding the petition will begin.

**Witnesses**

Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Unit Number: \_\_\_\_\_

Please help please call the Mountain View Rental Housing, Regular at (650) 255-2514 or email [CSFRA@mountainview.org](mailto:CSFRA@mountainview.org) or visit our office hours in City Hall on Thursdays from 12-2pm.

Rental Housing Committee, P.O. Box 555, Mountain View, CA 94039 Rev. 2017-11-02  
Page 1

Notice of  
Submission and  
Proof of Service

**CITY OF MOUNTAIN VIEW**

**REPRESENTATIVE AUTHORIZATION FORM FOR PETITION AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)**

**I. Property Information**

I certify that I am a Party to a Petition pending for the following rental property:  
 Rental Property Address: \_\_\_\_\_  
 Specific Rental Unit Address: \_\_\_\_\_

**II. Representative Designation**

I hereby designate a representative within the meaning of Section 1711 of the CSFRA and any corresponding Regulations adopted by the Rental Housing Committee.

Please check ONE of the following boxes to indicate the type of representative you are designating:

☐ I hereby provide binding and unconditional authorization to the below designated agent representative to act on my behalf and to make binding decisions on my behalf. This authorization applies to all aspects of the Section 1711 petition adjudication process from initial filing through any subsequent pre-hearing, hearing process and appeal. This binding authority applies regardless of whether the representative is available to participate in said process.

☐ I hereby select the below designated representative, within the meaning of Section 1711(b) of the CSFRA to act on my behalf and to act on all aspects of my participation as party in the Petition adjudication process from initial filing through any subsequent pre-hearing process, hearing process and appeal. I will continue to maintain my efforts to make binding decisions in this process and I agree to make myself available to provide input to my representative during the adjudication process.

Rental Housing Committee, P.O. Box 555, Mountain View, CA 94039 Rev. 2017-11-02  
Page 1

Representative  
Authorization Form

# CSFRA Overview

1

- Establishes a Rental Housing Committee

2

- Sets Base Rent

3

- Determines Allowable Rent Increases

4

- Creates a Petition Process for individual rent adjustments

5

- Provides Just Cause tenant eviction protections

6

- Provides Relocation Assistance for certain displaced Tenants

# CSFRA Covered Units

## Multi-Family Units

First Certificate of Occupancy	Rent Increases	Just Cause	Rent Roll Back
Before February 1, 1995	✓	✓	✓
Between February 1, 1995 and December 23, 2016 (CSFRA effective date)	X	✓	X
After December 23, 2016	X	X	X

## Fully Exempt Units

- X Single Family Homes
- X Condominiums
- X Companion Units
- X Duplexes
- X Units in hotels, motels, etc. rented out for less than 30 days
- X Units in hospitals, medical care facilities, dormitories, etc.
- X Government or subsidized rental units

# Purpose of the Petition Process

1

Initiate a request  
for an individual  
adjustment of  
rent

2

Explain and  
document the  
bases for a rent  
adjustment

3

Establish fair and  
transparent  
procedures

4

Notify all parties  
of a pending  
petition and  
allow all parties  
to participate  
in the process

# Bases for Tenant Petitions



Unlawful  
collection of  
rent

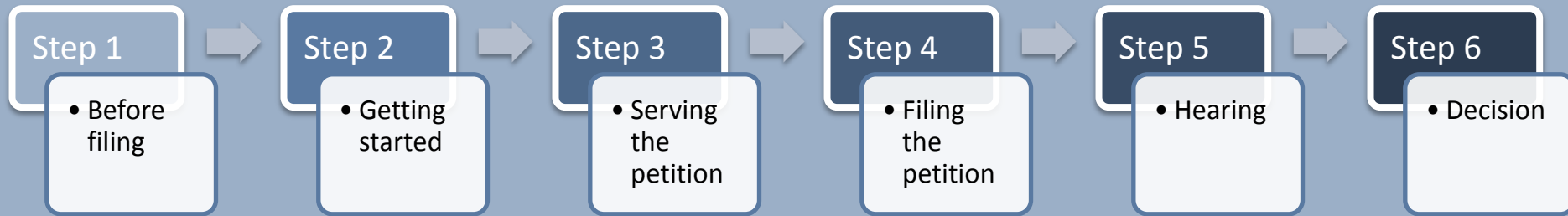


Failure to  
maintain habitable  
premises



Decrease in  
housing services or  
maintenance

# Petition Process



# Step 1: Before Filing the Petition



Determine if your unit is covered by the CSFRA



Choose which petition(s) you want to file (Petition A, B or both)



Check if other tenants want to file too



Decide if you want to authorize a representative



# Wait!



## **If filing Petition B**

- Contact the landlord to provide a chance to correct the problem
- Document this contact
- Wait 30 days for the landlord to fix the problem

# Step 2: Getting Started



Download needed forms from  
[mountainview.gov/rentstabilization](https://mountainview.gov/rentstabilization)



Gather required attachments



Complete the petition packet



Schedule an informal review with City staff (if desired)

# Step 3: Serving the Petition



Make a copy of your petition packet



Complete the Notice of Submission to Landlord and Proof of Service form



Attach the Notice of Submission form to the front of **the copy of your petition packet**



Serve the **copy of your petition packet** on your landlord or landlord's agent

# Step 4: Filing the Petition



Submit your petition to the City



City staff formally reviews petition for completeness



If complete, City staff sends you a Notice of Acceptance



Once accepted, the petition hearing process begins

# Step 5: Hearing



Project Sentinel contacts you and the landlord



Prehearing settlement conference and/or hearing is scheduled



Prehearing: Facilitator informally explores settlement with involved parties



Hearing: Hearing officer formally hears the petition and makes a determination

# Step 6: Decision



Prehearing: Agreement between parties implemented



Hearing: Hearing officer has 30 days to send written decision



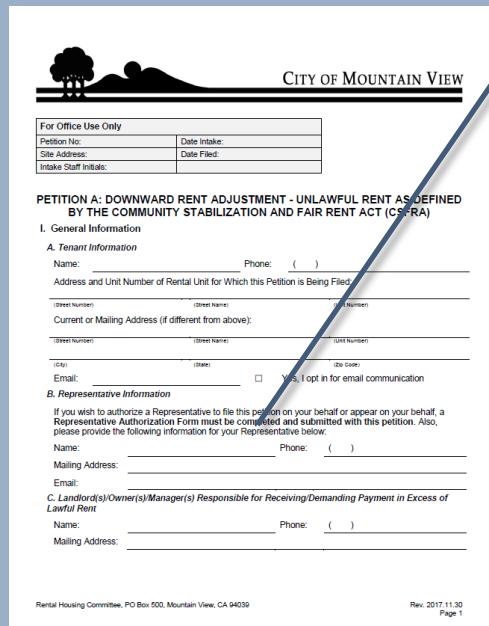
Hearing: Decision final unless appealed in writing within 10 days



Hearing: Rental Housing Committee holds an appeal hearing within 30 days; issues final decision

# Petitions Available

## Petition A



**CITY OF MOUNTAIN VIEW**

**For Office Use Only**

Petition No:	Date Intake:
Site Address:	Date Filed:
Intake Staff Initials:	

**PETITION A: DOWNWARD RENT ADJUSTMENT - UNLAWFUL RENT AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)**

**I. General Information**

**A. Tenant Information**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address and Unit Number of Rental Unit for Which this Petition is Being Filed: \_\_\_\_\_

(Street Number) (Street Name) (Unit Number)

Current or Mailing Address (if different from above): \_\_\_\_\_

(Street Number) (Street Name) (Unit Number)

(City) (State) (Zip Code)

Email: \_\_\_\_\_ ☐ Yes, I opt in for email communication

**B. Representative Information**

If you wish to authorize a Representative to file this petition on your behalf or appear on your behalf, a Representative Authorization Form must be completed and submitted with this petition. Also, please provide the following information for your Representative below:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**C. Landlord(s)/Owner(s)/Manager(s) Responsible for Receiving/Demanding Payment in Excess of Lawful Rent**

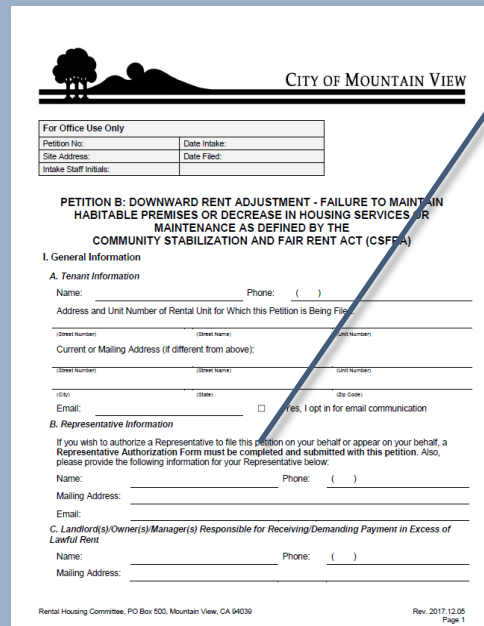
Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Rental Housing Committee, PO Box 500, Mountain View, CA 94039 Rev. 2017.11.30 Page 1

### Petition A: Unlawful Rent

## Petition B



**CITY OF MOUNTAIN VIEW**

**For Office Use Only**

Petition No:	Date Intake:
Site Address:	Date Filed:
Intake Staff Initials:	

**PETITION B: DOWNWARD RENT ADJUSTMENT - FAILURE TO MAINTAIN HABITABLE PREMISES OR DECREASE IN HOUSING SERVICES OR MAINTENANCE AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)**

**I. General Information**

**A. Tenant Information**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address and Unit Number of Rental Unit for Which this Petition is Being Filed: \_\_\_\_\_

(Street Number) (Street Name) (Unit Number)

Current or Mailing Address (if different from above): \_\_\_\_\_

(Street Number) (Street Name) (Unit Number)

(City) (State) (Zip Code)

Email: \_\_\_\_\_ ☐ Yes, I opt in for email communication

**B. Representative Information**

If you wish to authorize a Representative to file this petition on your behalf or appear on your behalf, a Representative Authorization Form must be completed and submitted with this petition. Also, please provide the following information for your Representative below:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**C. Landlord(s)/Owner(s)/Manager(s) Responsible for Receiving/Demanding Payment in Excess of Lawful Rent**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Rental Housing Committee, PO Box 500, Mountain View, CA 94039 Rev. 2017.12.05 Page 1

### Petition B: Failure to Maintain Premises or Decrease in Housing Services

# Petitions A and B: Section I

## I. General Information

### A. Tenant Information

Name: \_\_\_\_\_

Address and Unit Number of Rental Unit for Which \_\_\_\_\_

(Street Number) (Street Name)

Current or Mailing Address (if different from above) \_\_\_\_\_

(Street Number) (Street Name)

(City) (State)

Email: \_\_\_\_\_

### B. Representative Information

If you wish to authorize a Representative to file this Representative Authorization Form must be completed, please provide the following information for your Representative:

Name: \_\_\_\_\_

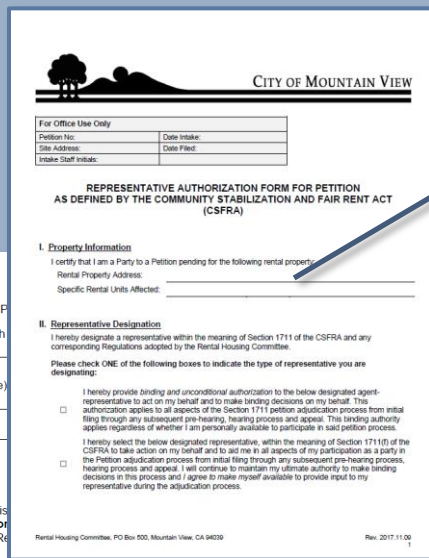
Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

### C. Landlord(s)/Owner(s)/Manager(s) Responsible for Receiving/Demanding Payment in Excess of Lawful Rent

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_



**CITY OF MOUNTAIN VIEW**

**For Office Use Only**

Petition No. _____	Date Intake: _____
Site Address: _____	Date Filed: _____
Intake Staff Initials: _____	

**REPRESENTATIVE AUTHORIZATION FORM FOR PETITION AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)**

**I. Property Information**

I certify that I am a Party to a Petition pending for the following rental property:

Rental Property Address: \_\_\_\_\_

Specific Rental Units Affected: \_\_\_\_\_

**II. Representative Designation**

I hereby designate a representative within the meaning of Section 1711 of the CSFRA and any corresponding Regulations adopted by the Rental Housing Committee.

Please check ONE of the following boxes to indicate the type of representative you are designating:

☐ I hereby provide binding and unconditional authorization to the below designated agent-representative to act on my behalf and to make binding decisions on my behalf. This authorization applies to all aspects of the Section 1711 petition adjudication process from initial filing through any subsequent pre-hearing, hearing process and appeal. This binding authority applies regardless of whether I am personally available to participate in said petition process.

☐ I hereby select the below designated representative, within the hearing of Section 1711(f) of the CSFRA to take action on my behalf and to aid me in all aspects of my participation as a party in the Petition adjudication process from initial filing through any subsequent pre-hearing process, hearing process and appeal. I will continue to maintain my ultimate authority to make binding decisions in this process and I agree to make myself available to provide input to my representative during the adjudication process.

Rental Housing Committee, PO Box 700, Mountain View, CA 94039 Rev. 2017-11-09

**You can choose to authorize a representative to file the petition for you.**

If you choose this, you need to fill out, serve and file the Representative Authorization form at the same time that you serve and file the petition packet.

A representative can be attorneys, legal workers, Recognized Tenant Organizations, or any other person(s) designated by you.



# Petitions A and B: Section II

## II. Rent History

Definition of "Rent": All periodic payments, including additional payment for parking, utilities, pets, subletting, and all nonmonetary consideration provided under a rental housing agreement such as labor performed, services rendered or goods provided for the benefit of the Landlord.

1. Move-in Date: \_\_\_\_\_

2. Amount of Rent on October 19, 2015: \$ \_\_\_\_\_  
(If applicable)

3. Initial Rent Amount on Move-in Date: \$ \_\_\_\_\_  
(If this date falls after October 19, 2015)

4. Dates and Amounts of Rent Increases Since October 19, 2015, or Since Your Move-In Date if this Date Falls After October 19, 2015:

	Date of Rent Increase	Amount of New Rent	Percentage of Rent Increase
a.			
b.			
c.			
d.			
e.			

5. Amount of Rent Currently Paid: \$ \_\_\_\_\_

6. Names and Addresses of Roommates or any Other Person(s) who have Lived in the Rental Unit and Paid Rent During the Time Covered by this Petition (Do Not List Petitioners):

Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

## Rent History.

When filling out Section II, be sure to determine your base rent.

Fill out *Line 2* if you moved into your apartment **on or before** October 19, 2015.

Fill out *Line 3* if you moved into your apartment **after** October 19, 2015.

# Petition A: Section III

## III. Rent Payments

List amounts of rent paid for only those months for which you claim payment in excess of lawful rent. Begin completing the chart with the most recent date for which you have evidence that you made a payment in excess of lawful rent. Complete this chart carefully, using a new line for each month for which you have evidence of paying rent. If you have roommates who also pay rent to the owner, include the total amount paid by everyone.

Month and Year of Rental Payment	Amount of Rent Paid	Payment in Excess of Lawful Rent (For each line item, also explain why this amount exceeded the lawful rent)	Form of Payment	Type of Evidence Submitted (Include Check or Money Order Number)
1.	\$	\$		
2.	\$	\$		
3.	\$	\$		
4.	\$	\$		
5.	\$	\$		
6.	\$	\$		
7.	\$	\$		
8.	\$	\$		
9.	\$	\$		
10.	\$	\$		
11.	\$	\$		
12.	\$	\$		
13.	\$	\$		
14.	\$	\$		

## Rent Payments.

When filling out ***Petition A: Section III***, determine the months that you paid too much rent (i.e. *payment in excess of lawful rent*).

Calculate the difference between what you paid and what you feel the lawful rent amount should have been.

Remember to explain why the calculated amount exceeds the lawful rent amount and provide evidence of your payment(s).

# Petition B: Section III

## III. Ground(s) for Petition

This Petition is based on one or both of the following provisions of Section 1710 of the Community Stabilization and Fair Rent Act (CSFRA): *(check box that applies)*

- ☐ Failure to Maintain Habitable Premises: Section 1710(b) (complete subsection IV)
- ☐ Decrease in Housing Services or Maintenance: Section 1710(c) (complete subsection V)

## Grounds for Petition.

***Petition B*** provides the opportunity to petition based on 2 grounds:

1. Failure to Maintain Habitable Premises
2. Decrease in Housing Services or Maintenance

Mark the grounds for your petition here. You can choose one or both of the grounds stated here.

# Petition A: Section IV

## IV. Documentation

For your petition to be accepted for processing, you **MUST** attach copies of any of the following documents in your possession (and any other documents you believe are evidence) that show the amount of rent paid/retained. Submit copies only; keep the original documents and bring to any meeting or hearing in this matter. Check the box below to indicate the types of documentation being submitted.

Documentation		
1.	<input type="checkbox"/>	Copies of rent checks or money orders
2.	<input type="checkbox"/>	Receipts for payment of rent
3.	<input type="checkbox"/>	Bank statements
4.	<input type="checkbox"/>	Rental agreements and/or leases
5.	<input type="checkbox"/>	Notice of rent increase for all time periods
6.	<input type="checkbox"/>	Relevant correspondence with landlord/owner/manager
7.	<input type="checkbox"/>	Separate agreements (including parking, storage or other amenities)
8.	<input type="checkbox"/>	Other (explain):

## Documentation.

***Petition A: Section IV***, provides the opportunity to petition based on 2 grounds:

1. Failure to Maintain Habitable Premises
2. Decrease in Housing Services or Maintenance

Mark the grounds for your petition here. You can choose one or both of the grounds stated here.

# Petition B: Section IV

## IV. Conditions Establishing Failure to Maintain Habitable Premises

- a. List the conditions that do not comply with governing health and safety and building codes, the dates the failure started and, if applicable the end date, the estimated value of the failure.

	Describe Each Condition	Date(s) this Condition has been Present	Date Owner was Notified of Condition	Estimated Decrease in Rental Value Due to Condition
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

### Documentation for Petition for Failure to Maintain Habitable Premises

- b. For your petition to be accepted for processing, you MUST attach copies of any of the following documents in your possession (and any other documents you believe are evidence) that show the failure to maintain habitable premises. Submit copies only; keep the original documents and bring to any meeting or hearing in this matter. Check the box below to indicate the types of documentation being submitted.

Documentation		
1.	<input type="checkbox"/>	A copy of any relevant City code inspection report
2.	<input type="checkbox"/>	Rental agreements and/or leases
3.	<input type="checkbox"/>	Relevant correspondence with landlord/owner/manager
4.	<input type="checkbox"/>	Other (explain):

## Conditions Establishing Failure to Maintain Habitable Premises.

***Petition B: Section IV***, gives you the chance to describe and document each condition at your unit that does not meet government health, safety and building codes.

Provide as much documentation of the condition(s) as possible. If you plan to provide additional documentation, mark the “Other” box and explain what you included and why.

# Petition B: Section V

## V. Conditions for Decrease in Housing Services or Maintenance

a. List the decreases in housing services or maintenance.

	Describe Each Condition	Date(s) this Condition has been Present	Date Owner was Notified of Condition	Estimated Decrease in Rental Value Due to Condition
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

### Documentation for Petition in Decrease in Housing Services or Maintenance

b. For your petition to be accepted for processing, you MUST attach copies of any of the following documents in your possession (and any other documents you believe are evidence) that show the amount of rent paid and retained. Submit copies only; keep the original documents and bring to any meeting or hearing in this matter. Check the box below to indicate the types of documentation being submitted.

		Documentation
1.	<input type="checkbox"/>	Written notification to landlord with statement on the nature of the decrease in housing or maintenance services and requesting remediation at least 30 days prior
2.	<input type="checkbox"/>	Rental agreements and/or leases
3.	<input type="checkbox"/>	Relevant correspondence with landlord/owner/manager
4.	<input type="checkbox"/>	Other (explain):

## Conditions for Decrease in Housing Services or Maintenance.

***Petition B: Section V*** gives you the chance to describe and document each condition at your unit that shows a decrease in housing services or maintenance.

Provide as much documentation of the condition(s) as possible. If you plan to provide additional documentation, mark the “Other” box and explain what you included and why.

# Petition A: Section V and B: Section VI

## V. Missing Documentation

If there is a month or months for which you have not attached any documentation in the section above:

1. Identify the line number from Section IV, and the month.
2. Explain why you have not attached documentation, including why it was not readily available to you and/or what actions, if any, you took to try to get this documentation.
3. Describe any testimony in Section VI, below that a witness would provide at a hearing to take the place of any missing documentation.

---

---

---

---

---

---

---

---

## **Missing Documentation.**

There may be time periods for which you do not have documentation. If you are missing documentation for any time period in your petition, explain why it is missing here.

# Petition A: Section VI and B: Section VII

## VI. Petitioner's Witness and Expert Witness List

If an expert witness report will be submitted at the hearing one copy of the report must be submitted either together with the Petition or at least ten (10) business days prior to the hearing.

### Witness List

Please indicate:

- ☐ Yes, I wish to have the following witnesses (fill out the witness information below)
- ☐ No, I do not wish to introduce witnesses other than the petitioner

### Petitioner's Witness List

	Name of Witness	Address of Witness	Subject matter the Testimony of this Witness will Cover
1.			
2.			
3.			

### Expert Witness List

	Name and Address of Expert Witness	Summary of the Expert Qualifications of this Witness	Subject Matter that the Testimony of this Witness will Cover
1.			
2.			
3.			

## Witnesses.

You can have a witness or witnesses testify about the claim(s) made in your petition during the hearing.

Mark yes if you would like to have a witness or witnesses at your hearing and fill out the information requested for each witness **or** no if you do not wish to have a witness or witnesses at your hearing.



# Petition A: Section VII and B: Section VIII

## **VII. Request for Prehearing Settlement Conference**

Prior to the hearing regarding a petition for an individual rent adjustment, a voluntary prehearing settlement conference may be scheduled with a settlement conference facilitator, to provide an expeditious mechanism for the parties to resolve their differences informally with the assistance of a skilled intermediary. Any settlement agreement will be a private record and is not subject to public disclosure.

- ☐ I hereby request a voluntary prehearing settlement conference
- ☐ I do not wish to request a voluntary prehearing settlement conference

## **Voluntary Prehearing Settlement Conference.**

You can choose to request a prehearing settlement conference before a formal hearing. This gives you a chance to try to informally come to an agreement with your landlord, with the help of a trained facilitator.

# Petition A: Section VIII and B: Section IX

## VIII. Additions/Explanations

Instructions: Use this section to add to or explain your entries on the coversheet or any of the prior worksheets. Be sure to identify which prior section(s) you are supplementing.

---

---

---

---

---

---

---

---

---

---

## **Additional Explanations.**

You can provide an extra information to support your petition in this section.

Attach separate sheets of paper if more room is needed to explain your circumstance(s).

# Petition A: Section IX and B: Section X

## IX. Declaration

I (we) declare under penalty of perjury under the laws of the State of California that the contents of the foregoing Petition and all attachments and accompanying documents, are true and correct and complete.

I also certify that a copy of this petition and all attachments and accompanying documents have been served on the owner(s) listed on page 1. A completed *Tenant Notice of Submission and Proof of Service to Landlord of a Petition Requesting Downward Adjustment of Rent* is attached.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## The Declaration.

When you are ready to serve the petition, be sure to review the declaration which states that you are signing the document under penalty of perjury.

Sign and date the declaration if you feel you have accurately represented the information in your petition.

# Questions?

Contact the Mountain View Housing Helpline

Project Sentinel | 1490 El Camino Real | Santa Clara, CA 95050

*Direct:* (650) 282-2514

[ehislop@housing.org](mailto:ehislop@housing.org) | [www.housing.org](http://www.housing.org)

